



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 150-2	Subject: DIRECT REFERRALS TO THE ISP PROGRAM BY THE BOARD OF PARDONS & PAROLE
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	Revision Date: 09/04/01; 06/17/02
Signature: /s/ Mary Fay	Effective Date: 06/01/00

I. BUREAU DIRECTIVE: Probation and Parole Bureau employees will follow established procedures governing direct referrals from the BOPP to the Intensive Supervision Program (I.S.P.).

II. AUTHORITY:

46-23-201 through 46-23-218, M.C.A. Granting of Parole
46-23-215, M.C.A. Conditions of Parole
53-1-201, M.C.A. Purpose of the Department of Corrections

III. DEFINITIONS:

None

IV. PROCEDURES:

The Board of Pardons and Parole (BOPP) may consider an offender who is parole eligible or approaching parole eligibility for the ISP. All Probation and Parole officers and BOPP personnel should be thoroughly familiar with the requirements of the above referenced statutes and with the following procedures when considering an offender for ISP.

PROCEDURES:

1. Referral of an offender within its jurisdiction for ISP screening.
2. The Board case disposition will clearly state the Board's request for ISP consideration and the special conditions of supervision.
3. After the parole hearing and when an offender is referred to an ISP program, the ISP program manual is issued to the offender, and a meeting is scheduled to discuss participation in the program.
4. The *BOPP Request For Investigation* form will be prepared and forwarded to the BOPP for review and approval.
5. The BOPP file, including the *Request For Investigation*, will be sent to the appropriate ISP program.
6. The ISP team has a maximum of 15 working days from date file is received to investigate the plan, screen, and forward a decision to the BOPP. The BOPP under

RESPONSIBILITY:

Board of Pardons & Parole

Board of Pardons & Parole

IPPO
ISP Officer
Case Manager (PRC)

IPPO
Case Manager (PRC)

BOPP

ISP Team
BOPP

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certain circumstances may grant an extension.

PROCEDURE:

7. A denial of a Board referral must include the results of the parole plan investigation and must state the specific reasons for denial using *P&P 150-1,2 & 3 ISP Screening Denial Letter*. This letter and the completed *ISP Screening Referral form, P&P 150-1,2 & 3* will be sent to the BOPP with copies to the P&P Bureau Chief, Regional Administrator and POII.
8. If approved, the ISP Team will forward an electronic copy of the offender's rules of supervision using *P&P 150-2 & 3 (A&B) Conditions of ISP-P&P* to the BOPP. If other special conditions are recommended, the ISP team will complete the *BOPP Waiver of Appearance for Additional Special Conditions* with those conditions listed. This will be sent for the offender's signature along with the rules.
9. Upon receipt of the rules, the release date will be coordinated with the ISP Officer and IPPO. MSP/MWP records will then be notified and a release date set. If the offender is a sexual/violent offender, registration, notification and DNA must be coordinated with offender's case manager (PRC)/IPPO (Prison).
10. The inmate must sign the rules and will receive a copy of a parole certificate, which includes commencement and discharge dates. The completed and signed documents will be forwarded to the ISP officer and Prison records.
11. In cases of denial, the BOPP may request reconsideration of a referral if additional information becomes available or the Board determines intensive supervision is in the best interest of the offender and society. The ISP screening committee will have 15 working days to respond.
12. If the second referral is denied, the decision may be appealed. This appeal will include a telephonic or in person discussion involving the three representatives. If the Law Enforcement or Community Member cannot participate, a P&P ISP Team member will represent the Screening Team. The decision rendered during the

RESPONSIBILITY:

ISP Team

ISP Team

BOPP
IPPO
Records

IPPO
Offender

ISP Screening Committee
BOPP

BOPP
Reg. Administrator/PO II
ISP Screening Member (Law
Enforcement or Community
Member)

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appeal process will be by majority vote and is binding.

PROCEDURE

13. **Each** ISP Program will provide a monthly status report, *P&P 1,2 & 3 (R) ISP Monthly Report*, to the BOPP, P&P Bureau Chief and lead ISP Officer.
14. During the time the offender is on parole, the ISP Officer will be required to complete the *BOPP Parole Report* for parole hearings on applicable offenders.

RESPONSIBILITY:

ISP Team

ISP Officer

- V. CLOSING:** Questions concerning this procedure shall be directed to the Regional Administrator or the Bureau Chief.

Forms

P&P 150-2 & 3 (A&B)	Conditions of ISP-P&P
P&P 150-1,2 & 3 (C)	Request for ISP Candidacy
P&P 150-1,2 & 3 (D)	ISP Screening Referral
P&P 150-1,2 & 3 (E)	ISP Screening Denial Letter
P&P 150-1,2 & 3 (F)	ISP Residence/Visitor List
P&P 150-1,2 & 3 (G)	ISP Employer Letter
P&P 150-1,2 & 3 (H)	ISP Daily Employment Search Log
P&P 150-1,2 & 3 (I)	ISP Restitution/Supervision Fee Log
P&P 150-1,2 & 3 (J)	ISP Community Service Log
P&P 150-1,2 & 3 (K)	ISP AA/NA/GA/SA Attendance Log
P&P 150-1,2 & 3 (L1)	ISP Missoula ISP Weekly Schedule
P&P 150-1,2 & 3 (L2)	Butte ISP Weekly Schedule
P&P 150-1,2 & 3 (L3)	Great Falls ISP Weekly Schedule
P&P 150-1,2 & 3 (L4)	Billings ISP Weekly Schedule
P&P 150-1,2 & 3 (L5)	Kalispell ISP Weekly Schedule
P&P 150-1,2 & 3 (L6)	Bozeman ISP Weekly Schedule
P&P 150-1,2 & 3 (M)	ISP Adult Chronological History
P&P 150-1,2 & 3 (N)	ISP Officer Handbook
P&P 150-1,2 & 3 (O)	ISP Offender Handbook
P&P 150-1,2 & 3 (R)	ISP Monthly Report
Private Vendor	Electronic Monitoring-(BI) Client/Case Enrollment
BOPP	Parole Report
BOPP	BOPP Request for Investigation
BOPP	BOPP Waiver of Appearance for Additional Special Conditions